



Operations

CAP FLIGHT MANAGEMENT

This regulation prescribes the responsibilities of all Civil Air Patrol (CAP) personnel as applicable to the control and management of CAP flying programs, aircraft, and aircrews. Federal Aviation Administration (FAA) requirements are minimum standards, however, in some instances CAP has established higher standards than FAA minimums. The objective of this regulation is to encourage safety, promote effective and efficient management, establish standardization, and provide effective supervision for CAP flying activities. The practices, procedures, and standards prescribed in this regulation are mandatory. Suggestions for modification and improvement of the CAP flight management program should be forwarded through the chain of command to NHQ CAP/DO. **Note: Shaded areas identify new or revised material.**

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Chapter 1

GENERAL INFORMATION

1-1. Purpose and Scope. This regulation prescribes national standardization for the CAP flight management program.

1-2. Responsibilities. All commanders and members are responsible for strict enforcement and compliance with the provisions of this regulation as well as the management of risks associated with flight and mission accomplishment. The authorization to operate CAP aircraft is a privilege, not a right.

1-3. Supplements and/or Operating Instructions. No unit below wing level may issue supplements or operating instructions (OIs) to this regulation (except the Congressional Squadron).

a. Supplements or OIs must be consistent with the intent of national standardization of the CAP flight management program and cannot reduce the requirements of this regulation.

b. Proposed supplements, OIs, or changes thereto, shall be submitted to NHQ CAP/DO for approval prior to issuance. If this regulation revision affects a currently approved supplement or OI, the affected supplement or OI shall be updated and submitted for approval within 6 months after the effective date of this regulation. The affected supplement or OI will be void 6 months from the effective date of this publication.

c. Wings operating hot air balloons in CAP flight activities shall publish flight management and operating procedures in a supplement to this regulation IAW paragraph 1-3.b above.

1-4. USAF Assigned Missions. The CAP, as the civilian auxiliary of the USAF, is authorized to perform certain assigned missions of the Air Force. These missions may either be reimbursable or nonreimbursable, depending upon the particular mission. Additionally, the CAP may be authorized by the USAF to provide services to other federal, state, local, and private agencies. The Air Force determines which missions the CAP will perform as USAF missions on behalf of the Air Force and other agencies. USAF missions in CAP aircraft include all flights to, from, and in conjunction with the assigned mission. All CAP missions assigned by the Air Force, whether in support of the Air Force or other agencies, will be issued an Air Force mission number or symbol.

1-5. CAP Corporate Missions. The CAP Corporation determines which missions the CAP will perform as CAP corporate missions. CAP corporate missions in CAP aircraft include all flights to, from, and in conjunction with the specified mission.

1-6. Explanation of Terms. The following terms and acronyms used throughout this regulation are defined and explained as follows:

- a. **CAP Aircraft.** Any aircraft (either member owned/furnished or CAP corporate) used in a CAP flight activity.
- d. **CAP Corporate Aircraft.** Any aircraft owned by and registered to CAP and any aircraft under an exclusive lease to CAP.
- e. **CAP Pilot.** A CAP member holding an FAA pilot certificate who is authorized to operate CAP aircraft on CAP flight activities.
- f. **CAP Flight Activity.** Any flight activity authorized by this regulation performed by CAP aircraft.
- g. **USAF Assigned Reimbursable Mission.** Any CAP flight activity flown under an Air Force mission number and/or Air Force mission symbol for which Air Force reimbursement is provided.
- h. **USAF Assigned Nonreimbursable Mission.** Any CAP flight activity flown under an Air Force mission symbol for which Air Force reimbursement is not provided.
- i. **CAP Corporate Mission.** Any NHQ CAP approved mission performed by CAP that is not an Air Force assigned mission.
- j. **Official CAP Purpose.** The use of CAP aircraft for USAF assigned and/or CAP corporate missions.
- k. **Over-water Flights.** Any flight beyond gliding distance of land.
- l. **Personal Use.** Any use of CAP aircraft where the primary purpose is for personal benefit rather than for the benefit of CAP.
- m. **Flight Crew.** A flight crew includes each person acting as a pilot, observer, scanner, instructor or check pilot or performing other assigned duties in an aircraft in flight during a CAP flight activity.
- n. **Crew Member.** A person acting as a pilot, observer, scanner, instructor or check pilot or performing other assigned duties in an aircraft in flight during a CAP flight activity.
- o. **Solo.** Flight time during which the CAP student pilot is the sole occupant of the aircraft.
- p. **Pre-Solo Qualification Flight.** A flight, performed at a CAP wing level or higher flight encampment/academy, during which the CAP student pilot demonstrates, to an onboard CAP certificated flight instructor (CFI), that he/she has the ability to fly the aircraft without assistance from the onboard CAP CFI. This flight does not require an FAA endorsement and does not fulfill FAA requirements for solo flight, however the prerequisite for a pre-solo qualification is completion of all requirements in the appropriate portion of FAR 61.87.

Chapter 2

GENERAL OPERATING RULES

2-1. General. To ensure the safe and efficient conduct of CAP flight activities, it is necessary to establish certain general operating rules, policies, and procedures. The following apply to all CAP flight activities:

- a. CAP aircraft may be used only for an official CAP purpose.
- b. Smoking is prohibited on CAP aircraft at all times.
- c. Only CAP pilots (powered aircraft) or FAA certificated mechanics may start, taxi, or otherwise operate CAP aircraft in ground operations.
- d. All CAP corporate aircraft (except gliders) shall carry a functional fire extinguisher.
- e. All occupants shall wear seat belts at all times.
- f. All occupants shall wear shoulder harnesses (if installed) anytime the aircraft is operated within 1,000 feet of the surface.
- g. An FAA flight plan shall be filed, prior to takeoff for all cross-country flights of more than 50 nautical miles distance, except those flights where a CAPF 84, *Counterdrug Mission Flight Plan/Briefing Form*, or CAPF 104, *Mission Flight Plan/Briefing Form*, is required.
- h. No more than eight persons, including crew members, are permitted on any CAP aircraft.
- i. On aircraft used for over-water flights (except short durations such as takeoff, approach, and landing) each occupant will wear an individual flotation life vest. The aircraft will also contain inflatable rafts of sufficient number and size to accommodate all occupants and at least one pyrotechnic signaling device. All flotation equipment will meet an FAA Technical Standard Order or be Coast Guard approved.
- j. "Hand propped" starts are prohibited.
- k. Training or flight checks shall only be conducted in aircraft equipped with operable dual controls. Exceptions may be granted in writing by the wing or region commander to accomplish flight checks for a specifically identified member in a member-furnished aircraft, provided the check pilot administering the flight check determines it can be safely accomplished.
- l. No charge may be made for any ground or flight training or flight checks accomplished in accordance with this regulation, except that designated pilot examiners may charge their customary fee when conducting a practical test for issuance of a FAA pilot certificate or rating.
- m. The limitations, procedures, performance data, etc., contained in the appropriate aircraft operating publications (*Airplane Flight Manual*, *Pilot's Operating Handbook*, *Flight Handbook*, *Owner's Manual*, *Information Manual*, checklists, etc.) shall be adhered to while operating CAP aircraft. All aircraft checklists will be in accordance with the appropriate FAA approved *Pilot Operating Handbook*, *Aircraft Owners Manual* or any other FAA approved checklists. Checklist use is mandatory in CAP aircraft.
- n. Individuals holding an FAA recreational pilot certificate are restricted from CAP flight activities.
- o. Due to Environmental Protection Agency and state guidelines, pilots obtaining fuel samples from the aircraft fuel system shall return the uncontaminated fuel to the fuel tank or place the fuel sample in an approved container provided by the airport operator.

2-2. Authorized Airfields. Unless otherwise authorized, CAP aircraft may operate to and from the following:

- a. Civilian airports listed in the current *FAA Airport/Facility Directory*.
- b. Other civilian airfields for which prior written permission has been obtained from both the owner/operator and either the Executive Director, region commander, or wing commander depending on the level of aircraft assignment.
- c. USAF and Other Military Airfields. For official purposes only, CAP aircraft may be authorized to land at USAF and other military airfields, provided there are no adequate civil facilities within reasonable proximity of the requested military airfield. When on an Air Force-directed mission, advance permission must be obtained through the military organization being supported. For other official CAP purposes, landing requests must be obtained through the military organization being supported and the appropriate wing liaison office:
 - 1) Forty-five (45) days in advance for member-furnished aircraft.
 - 2) Five (5) working days in advance for CAP corporate aircraft unless other specific arrangements have been made with a particular military airfield.

2-3. Required Airworthiness Certificate. Aircraft used on CAP flight activities must have a current FAA airworthiness certificate. Ultralight, aerolight, hang glider and similar aircraft, autogyros, gyrocopters, helicopters, experimental, primary category, home-built, and single seat powered aircraft (except member furnished glider tow planes) are not authorized for use on any CAP flight activity.

2-4. Prohibited Uses of CAP Aircraft. The following uses of CAP aircraft are prohibited:

- a. Personal use.
- b. Acrobatic flight.

- c. Parachuting activities.
- d. Any use requiring a FAA special flight permit (except ferry permits).
- e. Flying in air shows unless authorized in writing by the Executive Director.
- f. Formation flying unless authorized in writing by the region commander or the Executive Director (except low-level route surveys flown with a minimum of one-half mile spacing and wing commander approval).
- g. Dropping of objects unless such action is to prevent loss of life.
- h. Assistance to law enforcement officers, except as provided for in Counterdrug operations directives.
- i. Instruction of cadet student pilots in float, ski, high performance or complex aircraft for the purpose of obtaining a private pilot certificate.
- j. Instruction of senior member student pilots (unless specifically authorized in writing by the Executive Director). (Training for a glider rating is permitted.)
- k. Instruction by non-CAP member certificated flight instructors.
- l. Cadet student pilot solo flights without a functioning two-way radio (except gliders).
- m. Any activity for hire, lease, rent, profit or reward, except that CAP corporate aircraft may be furnished to CAP-USAFA liaison offices under government contract.

2-5. Geographical Limits for Flights of CAP Aircraft. CAP commanders may authorize flights as follows:

- a. Unit commanders may authorize flights to any destination within their wing, and over-water flights up to 25 nautical miles from land (except in Alaska, Hawaii and Puerto Rico Wings where flights to adjacent islands may be authorized).
- b. Wing commanders may authorize flights anywhere within their region or to a wing that is immediately adjacent to their wing. Wing commanders may also authorize over-water flights up to 50 nautical miles from land. All flights beyond 50 nautical miles from land must be approved by the National Operations Center (NOC) (888-211-1812; Fax: 334-953-4242; opscenter@cap.gov).
- c. The NOC may authorize flights anywhere within the continental United States.
- d. Pilots in Command of flights that will land at an airport beyond the geographical limits of their region (except as approved in 2-5.b.) must receive prior approval from the wing and region commander.
- e. The National Commander, National Vice Commander, National Chief of Staff (or CC, CV or CS designees), Executive Director, National Director of Operations (NHQ CAP/DO), and the Congressional Squadron Commander or his/her designee may authorize flights anywhere within the continental United States, Alaska, Hawaii, Puerto Rico, and international flights across US national boundaries. International flights must be coordinated with NHQ CAP/DO prior to the flight. Authority to approve and coordinate flights across adjacent international boundaries is delegated to the Alaska and Puerto Rico Wing Commanders and the Southeast and Pacific Region Commanders.
- f. Flights operating under an MOU approved by NHQ CAP and CAP-USAFA are excluded from the provisions of this section.

2-6. Authorized Passengers. The following individuals are authorized to fly aboard CAP aircraft:

- a. Current CAP cadet, senior, AFROTC affiliate and life member (subject to the following restrictions):
 - 1) During USAFA assigned or CAP corporate missions involving the performance of actual or training emergency services operations, CAP members must be at least 18 years of age and mission qualified (or in mission aircrew training status) to act as pilot, observer or scanner. Any AFROTC or CAP member may fly aboard CAP aircraft traveling directly to and from a mission base.
 - 2) CAP cadets under 18 years of age may participate in CAP flight activities in the following categories:
 - a) Cadet orientation flights conducted in accordance with appropriate CAP regulations. CAP cadets 18 years of age or older **may not** fly on cadet orientation flights.
 - b) Other flights when approved by the unit commander and the PIC is cadet orientation pilot qualified.
- b. AFROTC cadets who are participating in the CAP/AFROTC Flight Orientation Program.
- c. CAP employees.
- d. An employee of a maintenance facility when the flight is required in conjunction with maintenance being accomplished by that facility.
- e. International Air Cadet Exchange (IACE) cadets and escorts in the United States participating in the IACE program (flight release IACE flights as a **B-16**).
- f. Any individual approved by a qualified CAP incident commander or unit commander when such action would contribute to saving a life.

g. Prospective buyers IAW paragraph 3-4d.

h. All emergency services workers when required to support an actual emergency services mission.

i. U.S. government employees to include military personnel (active, Reserve, National Guard, and civil service), Drug Enforcement Administration, U.S. Forest Service, Federal Aviation Administration (including FAA designated pilot examiners when conducting flight checks), United States Customs Service, United States Coast Guard, and other federal agencies, are authorized to fly on CAP aircraft while performing official duties in conjunction with the CAP. Missions authorized by this paragraph will return with all passengers back at the point of origin without intermediate stops. This paragraph is not authorization to conduct transportation missions. Missions with a sole purpose of providing transportation from point A to point B must be conducted in accordance with CAP's FAA exemption. See paragraph 2-13 and Attachment 2 for additional details.

j. State, county, and local government officials are authorized to fly aboard CAP aircraft in accordance with Air Force approved written agreements or when specifically approved in advance by the CAP National Operations Center or the Federal agency that issues the mission number. Missions authorized by this paragraph will return with all passengers back at the point of origin without intermediate stops. This paragraph is not authorization to conduct transportation missions. Missions with a sole purpose of providing transportation from point A to point B must be conducted in accordance with CAP's FAA exemption. See paragraph 2-13 and Attachment 2 for additional details.

k. Other individuals require the following prior approval of HQ CAP-USAF or NHQ CAP:

1) For permission to fly on an Air Force assigned mission ("A" or "B" mission symbol), the request must originate with the wing commander or his/her designated representative, be coordinated through the wing liaison office and CAP-USAF liaison region (LR). The CAP-USAF LR can approve certain requests; however, if HQ CAP-USAF approval is required, the request will arrive at HQ CAP-USAF Director of Operations (XO), no later than 5 workdays prior to the flight. The use of electronic mail is encouraged. Special requests will be reviewed on a case-by-case basis.

2) For corporate missions ("C" mission symbol), the request for approval should be forwarded through the responsible wing and region commanders to arrive at NHQ CAP DO no later than 5 workdays prior to the flight. The use of electronic mail is encouraged. Special requests will be reviewed on a case-by-case basis.

l. All non-CAP members eligible to ride aboard CAP aircraft must execute a CAPF 9 *Release (for non-CAP Members)*, prior to the flight. EXCEPTION: Military/Federal employees in the performance of their official duties are not required to execute a CAPF 9. The completed CAPF 9 will be left on the ground in a secure location. The Pilot in Command will notify a responsible CAP person of the location. After completion of the mission, the CAPF 9 will be filed with the mission documents.

m. All passengers must receive a briefing consisting of at least the following items:

- 1) Entry / exit door operations
- 2) Emergency exit / egress procedures
- 3) Use of passenger restraint systems
- 4) Location and use of on-board emergency equipment
- 5) No smoking policy
- 6) Other briefing items determined by the pilot

2-7. Operations Monthly Activity Report. Each wing and region shall report all aircraft flying time totals by mission symbol to NHQ CAP/DO using the NHQ CAP On-line Reporting System no later than the 20th of each month. This report shall be prepared and submitted in accordance with instructions provided by NHQ CAP/DO, and shall include all powered flying hours (both member-owned/furnished and corporate aircraft). The primary source document for the monthly activity report is the CAPF 99, *CAP Flight Release Log*; secondary source documents are CAPFs 84 and 104. Corporate aircraft total times may also be obtained from aircraft tachometer or flight log sheets. Glider activity will be reported by number of flights flown under a particular mission symbol and shall be reported by the designated individual (preferably the assigned wing glider program manager) using the on-line CAP Form 18 Flight Hour Reporting system no later than the 20th of each month. The primary source document for glider flights is the aircraft logbook.

2-8. Pilot Records. Unit commanders shall maintain a file or record on each active CAP pilot assigned to their unit unless the wing commander decides to centralize records at an alternate location. Pilot records need only be maintained at one location, except check pilot records will be duplicated at the wing stan/eval office. Records of wing assigned pilots will be maintained at the wing headquarters. Records of national level pilots will be maintained at the wing or region headquarters most convenient to the pilot's location. For items a-c below, copies obtained from the FAA airman registry web site are acceptable as well as those provided by the pilot. All pilot records shall contain current copies as applicable:

- a. Copy of FAA pilot certificate.
- b. Copy of current FAA CFI certificate.

- c. Copy of current FAA medical certificate.
- d. * Documentation of currency IAW FAR 61.56 (Flight Review or equivalent). A CAPF-5 annotated by an instructor to show a completed Flight Review may be used to fulfill this requirement.
- e. * Copies of the most recent CAPFs 5 establishing aircraft qualification in each type in which qualified. Note: Wing or region DOV will retain failed CAPFs 5 and CAPFs 91 for 5 years for trend analysis purposes.
- f. * A current copy of each completed aircraft questionnaire.
- g. * Proof of annual CAPF 5 written examination completion.
- h. * Copy of the most current CAPF 91, *CAP Mission Pilot Checkout*.
- i. Signed Statement of Understanding (attachment 1). (The Statement of Understanding does not need to be accomplished on an annual basis.)
- j. * Copy of current designation as a cadet orientation pilot, check pilot, instructor pilot and mission check pilot from the wing or region commander, as appropriate.
- k. * Copy of a letter or certificate indicating successful completion of the *National Check Pilot Standardization Course*.

Note: Items marked with an asterisk (*) above do not need to be maintained in pilot records once ALL of a wing's pilot records have been entered and properly validated in the Flight Management System (FMS).

2-9. CAP Membership Cards and Uniforms. All CAP members shall wear an appropriate CAP uniform and carry proof of current CAP membership when participating in CAP flight activities (This proof may be an actual, photocopy, or facsimile of their current CAP membership card or a copy of the MML or CAP-Watch report). When specified by the requesting agency and authorized by the wing commander, uniforms are not worn on designated Counterdrug flights. The current NHQ CAP/DO glider guidance letter will specify uniforms for glider operations.

2-10. Aircraft Mishaps. Any CAP pilot operating a CAP aircraft who is involved in an aircraft mishap while on a CAP flight activity shall not participate in any CAP flight activity other than a flight home as a passenger following the incident. No other flight participation is authorized pending the results of an investigation into the mishap. CAP pilots who are found to be at fault in an aircraft mishap will have all flight activity privileges suspended, except for wing commander specified remedial action. A CAPF 5/5G, *CAP Pilot Flight Evaluation–Airplane/Glider*, flight check is required prior to resuming participation in CAP flight activities if pilot proficiency is identified as a contributory cause to the mishap. Reinstatement must be approved by the region commander after the results of a formal CAP mishap investigation. CAP pilots and commanders will follow CAPR 62-2, *Mishap Reporting and Investigation*, in the notification, reporting, and investigation of such mishaps.

2-11. Suspension or Revocation of CAP Flying Privileges. Commanders have the responsibility for flying safety and compliance with this regulation.

a. Commanders at any level, or CAP incident commanders while in command of an activity, may direct the immediate suspension or revocation of CAP flying privileges of any CAP pilot under their command if, in the judgment of the commander, the pilot's flying is unsafe or the pilot has violated the provisions of this regulation. Such actions shall apply to all CAP flight activities (including passenger or crew member status), irrespective of location. Commanders exercising this authority shall notify the affected pilot in writing within 7 days of the date on which that pilot was suspended of the reason(s) this action was taken.

b. Commanders will file a copy of the action with the wing (region) commander and all intermediate commanders within 14 days of the suspension/revocation. Included should be reasons and duration (temporary or permanent) of the action. The wing (region) commander may approve or disapprove the action and if disapproved may reduce or increase the action as deemed appropriate. Copies of the wing (region) commander's final action on any suspension/revocation must be sent to the affected pilot, the immediate commanders, and NHQ CAP/DO within 14 days of such action. The report shall set forth the reasons for and duration of the suspension/revocation.

c. CAP members whose flying privileges are suspended/revoked may seek reconsideration by making written request for a review board within 14 days after being notified of the action of the wing (region) commander. The member shall provide copies of the request to all intermediate levels of command. The request must be directed through channels to the region commander and set forth a detailed statement enumerating all facts and circumstances offered to support reconsideration. The region commander shall appoint a review board consisting of one to three officers who are mission qualified pilots within 14 days of his or her receipt of the request and shall designate one as the chairperson. There is no requirement for a hearing, recorded testimony or application of the rules of evidence. The review board shall conduct its review and make its report and recommendation to the region commander within 21 days. Upon reconsideration, the region commander shall consider, but is not bound by, the recommendation of the review board. The region commander shall notify

the CAP member and all intermediate levels of command of his or her decision. The decision of the region commander on reconsideration is final and is not subject to further review or appeal. A request for reconsideration will not interrupt the suspension/revocation. Suspensions or revocations under this provision shall not be subject to review by filing a complaint under CAPR 123-2, *Complaints*.

d. Commanders may require any CAP pilot under their command to complete a special flight check. The commander shall designate the CAP check pilot who will administer the flight check. Pending completion of a directed special flight check and action by the commander as provided in subparagraphs a, b, and c of this section, the individual pilot will be suspended from all flight activities except to train for re-evaluation.

e. CAP pilots who violate CAP flying directives or FARs may have their CAP flying privileges permanently revoked and be subject to loss of CAP membership.

f. Pilots found at fault due to a fuel exhaustion/mismanagement mishap while on a CAP flight activity shall lose their CAP flying privileges permanently.

2-12. Assessments for Damage to CAP Corporate Aircraft:

a. **Assessments.** Wing and region commanders may assess CAP members the cost of repairs as follows:

1) For damage that occurs due to a member's **negligence**, the member may be assessed up to \$500. Negligence is the failure to use such care as a reasonably prudent and careful person would use under similar circumstances. Violation of CAP and/or FAA regulations is negligence if the violation contributes to causing the damage.

2) For damage that occurs due to a member's **gross negligence**, the member may be assessed up to \$5,000. Gross negligence is an act or omission of an aggravated character as distinguished from a mere failure to exercise ordinary care. Gross negligence is marked by conduct that presents an unreasonably high degree of risk to others or their property and by a failure to exercise even the slightest care. It is sometimes associated with conscious and willful indifference to others or their property.

3) For damage that occurs due to a member's **willful or intentional misconduct**, upon a finding of willful or intentional misconduct by a wing or region commander, the National Commander may increase a member's assessment beyond \$5,000 after affording the member an opportunity to make a statement and present evidence. This assessment may equal, but not exceed, the total amount of the damages. Willful or intentional misconduct is conduct in which there is a reckless disregard of the probable consequences.

4) In determining if a member's actions constitute negligence, gross negligence, or willful or intentional misconduct, the commander will take into consideration all the facts concerning the incident and any written statement the member provides, as well as CAP and Federal Aviation regulations. The assessment may be made against any CAP member who contributed to causing the loss or damage in proportion to the culpability of that individual. The commander may allow assessments to be paid in installments but shall require payment in full within 1 year. The CAPF 79 must reflect the assessment and method of payment. Proof of payment in full is to be filed in the pilot records file and retained for 5 years.

b. **Appeals.** The member being assessed may appeal in writing to the next level of command, but must do so within 30 days of notification of the imposition of the assessment. The next level commander will appoint a review board consisting of one to three officers who are mission qualified pilots to review the appeal and make a recommendation to that commander. The decisions of the next level commander regarding negligence, gross negligence, and the amount to be assessed are final. The National Commander's decision on a member's assessment beyond \$5,000 for willful or intentional misconduct is final.

2-13. FAR Exemptions. CAP has two exemptions granted by the FAA. An exemption to FAR 61.113 allows our pilots to obtain reimbursement as a private pilot and an exemption to FAR 91.501 provides a tool for CAP to comply with specific FAR requirements regarding certain transportation flights. See attachment 2 for details.

2-14. Corporate Aircraft Information File. Each wing will establish a standard Aircraft Information File. This file will be onboard the aircraft during all flight operations. As a minimum it should contain:

a. An indexed table of contents

b. Safety of Flight Information (Items provided by NHQ, region, wing, group, or unit that are imperative for safe flight operations. Examples: Special aircrew procedures for Cessna 172R/S models; procedures for operating at a particular airfield.)

c. A flight log

d. Airworthiness status

e. Discrepancies and their status

f. VOR checks

g. Weight and balance information

h. A channel index for CAP communication radios

i. Current copy of CAPR 60-1

- j. Appropriate CAP forms
- k. Mishap notification procedures
- l. Miscellaneous (unit, wing, region local information)

2-15. Flight Time and Duty Limitations. Pilots will not be scheduled for more than 8 hours and will not, under any circumstances, exceed 10 hours flight time during a 14-hour crew duty day. The crew duty day begins when reporting for work or CAP duty (whichever occurred first) and ends upon engine shutdown at the completion of the flight activity. At least a 10-hour crew rest period should be provided between duty days. Exceptions to the crew duty day limitation will be considered for life-saving missions only and will be requested by the pilot-in-command through the incident commander to the wing commander. Approval for up to 16 hours crew duty day may be granted by the wing commander only after all appropriate Operational Risk Management (ORM) considerations have been evaluated. The wing commander must advise the region commander of any crew duty day extensions within 24 hours of such action.

2-16. Crosswind Limitation. The maximum crosswind limit for operating CAP aircraft is that which is stated in the Pilot Operating Handbook (POH) as the maximum demonstrated crosswind velocity or 15 knots if the POH does not specify a limit.

2-17. Prohibited Equipment. The following equipment is prohibited on all CAP flight activities.

- a. The use of night vision devices by the pilot flying CAP aircraft is prohibited. Night vision devices are for use ONLY by scanners and observers who have completed nationally approved training in the use of this equipment. Only nationally approved night vision devices are authorized for use.

- b. The wear of boots, including military style boots, during glider flight activities is prohibited.

2-18. Emergency Procedures Training Restrictions. Simulated emergency procedures, except simulated instrument or communications equipment failures, will only be conducted during day, visual meteorological conditions. Simulated forced landings will be discontinued prior to descending below 500 feet above the surface, unless initiated with intent to land at an airfield that complies with paragraph 2-2 of this regulation.

2-19. Operational Requirements and Restrictions. The following restrictions will be adhered to by aircrews whenever operating CAP aircraft.

- a. **General.**

- 1) The PIC will plan all flights so as to have a minimum of one hour of fuel remaining upon landing (computed at normal POH/AFM cruise fuel consumption). If it becomes evident the aircraft will not have that amount of fuel at its intended destination, the PIC will divert the aircraft to an alternate airport that will ensure this reserve will be maintained.

- 2) IFR flights will not depart unless the weather is at or above landing minimums at the departure airport.

- 3) The minimum flight visibility for VFR flight in Class G airspace will be 3 statute miles unless the PIC is a current and qualified instrument pilot.

- 4) Minimum airspeed will be no lower than the aircraft's published best angle of climb speed except for takeoff, landing, go-arounds, practice stalls, slow flight practice and evaluation, and glider towing.

- 5) Altimeter settings will be updated hourly from the closest source available.

- b. **Ground and Taxi Operations.**

- 1) Pilots will maintain adequate clearance from all obstacles during all ground operations. When taxiing within 10 feet of any obstacle, pilots shall bring the aircraft to a complete halt, and then proceed at a pace not to exceed a slow walk until clear of the obstacle.

- 2) When taxiing maintain at least 50 feet behind light single-engine aircraft. Maintain at least 100 feet behind small multi-engine and jet aircraft and 500 feet behind taxiing helicopters and large and heavy multi-engine jet or turboprop aircraft.

- c. **Altitude Restrictions.**

- 1) For VFR operations during daylight hours (FAA definition), pilots will at all times maintain a minimum clearance of 500 feet from the ground, water, or any obstruction except for takeoff and landing. For VFR night operations (FAA definition) the minimum clearance is 2000 feet except for takeoff and landing or when operating in controlled airspace under an ATC clearance.

- 2) Practice of in-flight emergency procedures and maneuvers will be conducted during daylight VMC and, except for simulated forced landings, at an altitude high enough to allow recovery from an inadvertent stall/spin entry and complete a recovery at no lower than 1500 feet AGL or the aircraft manufacturer's, FAA, or CAP approved training syllabi recommended altitude, whichever is higher. Simulated forced landings will be discontinued prior to descending below 500 feet above the surface, unless initiated with intent to land at an airfield that complies with paragraph 2-2 of this regulation.

- 3) Search grids and DR/CD/HLS reconnaissance should be flown at an altitude or flight path not closer than 800 feet to any terrain. The IC will designate and brief the minimum search altitudes for each mission prior to launching any aircraft sortie. Altitude selection will be based on Operational Risk Management criteria, the search environment, and the mission objective. Pilots may descend below the designated search altitude to attempt to positively identify the target once a

possible target is spotted. At no time will the pilot allow the aircraft to come within 500 feet of terrain or obstructions. Once a target has been identified, the CAP aircraft will return to 800 feet terrain clearance or the minimum search altitude specified by the IC and will not descend again except to identify a new target.

4) For all other flight maneuvers not specifically addressed by this or other CAP directives, pilots will adhere to altitudes listed in the FAA Practical Test Standards, FAA-H-8083-3, Airplane Flying Handbook, or aircraft manufacturer altitude restrictions, whichever is greater.

2-20. Over-water Operations and Reconnaissance. CAP over-water missions require extra caution. For the purpose of this regulation, over-water operations are defined as any flight event conducted outside normal power off gliding distance of land. The reconnaissance phase of the mission will be flown IAW paragraph 2-19c(3) above. The confirmation phase will be flown no lower than 500 feet above the surface of the water. Flights are limited to within 50 nm of shore except for special operational missions approved by the NOC. On over-water flights (except short duration, such as takeoff and landing) each occupant will wear a U.S. Coast Guard or Department of Defense (DoD) approved individual flotation device. The aircraft will contain inflatable rafts of sufficient number and size to accommodate all occupants and will contain at least one pyrotechnic signaling device. Constant wear anti-exposure suits will be worn by crew members on any preplanned over-water flight when the water temperature is 60F or less. The wing commander may waive the requirement to wear the anti-exposure suit after reviewing appropriate risk management considerations such as the distance from land that the aircraft is required to operate. Any time an aircraft is operating outside gliding distance of land and out of radio range of a land-based agency that can provide flight following, an airborne communications relay platform must be used. During night over-water operations, both front-seat crew members must be CAP qualified mission pilots and both will be instrument qualified and current. The right-seat pilot need not be qualified in that specific aircraft.

Chapter 3

PILOT QUALIFICATIONS AND REQUIREMENTS

3-1. General. This chapter prescribes aircrew qualifications and requirements to fly CAP aircraft.

3-2. Pilot Qualifications.

a. CAP Cadet Pre-Solo Pilot. The following basic requirements must be met to be qualified as a CAP cadet pre-solo pilot. (This qualification may only be earned at an organized wing or higher-level flight encampment/academy.)

- 1) Be an active CAP member at least 16 years of age (for balloon or glider be age 14 or older).
- 2) Have received the required instruction from a CAP certificated flight instructor/-glider (CFI/CFIG), at a wing level or higher flight encampment/academy and have a written record documenting instruction of all items of FAR 61.87, in the appropriate aircraft.

- 3) Complete a pre-solo qualification flight as described in paragraph 1-6 of this regulation.

b. CAP Solo Pilot. The following basic requirements must be met to be qualified as a CAP solo pilot in CAP aircraft:

- 1) Be an active CAP member at least 16 years of age (for balloon or glider be age 14 or older).
- 2) Possess a valid FAA student pilot certificate.
- 3) Possess a valid, current medical certificate (not required for gliders or balloons).
- 4) Have received the required instruction from an FAA authorized flight instructor (CFI/CFIG), have a written record documenting instruction, for the appropriate aircraft, in accordance with FAR 61.87, and possess a current solo endorsement IAW FARs from a CAP instructor pilot.
- 5) CAP glider student pilots will have a minimum of thirty (30) dual instruction training flights, and a properly documented logbook/training record, ensuring all required areas of FAR 61.87, *Solo Requirements for Student Pilots*, are met prior to initial solo. First time, wing level or higher, glider encampment/academy students are restricted to CAP cadet pre-solo pilot qualification only.

c. CAP Pilot. The following basic requirements must be met to be qualified as a CAP pilot in CAP aircraft:

- 1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).
- 2) Possess a valid FAA private, commercial or airline transport pilot certificate.
- 3) Possess a class III or higher medical certificate (not required for gliders).
- 4) Possess a current flight review IAW FAR 61.56.
- 5) Satisfactorily complete a CAPF 5 flight check in an aircraft (in an appropriate group) within the preceding 12 months.
- 6) Complete an annual CAPF 5 written examination and annual aircraft questionnaires (attachments 3 and 4) for each aircraft authorized to fly.

d. Instructor Pilot. The following requirements must be met to be qualified as a CAP instructor pilot in CAP aircraft.

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a current FAA certificated flight instructor certificate.
- 3) Be CAP current and qualified in the aircraft type.
- 4) Possess a class III or higher medical certificate (not required for gliders).
- 5) Be designated in writing by the present Executive Director, region or wing commander or their designee.

e. Check Pilot. The following requirements must be met to be designated as a CAP check pilot:

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a valid FAA airline transport pilot certificate or commercial certificate with an instrument rating (Instrument rating not required for glider check pilot).
- 3) Possess a current FAA CFI certificate for the appropriate category of aircraft. (In unusual situations, a written waiver to the CFI requirement may be granted by the appropriate region commander.)
- 4) Satisfactorily complete the *National Check Pilot Standardization Course (NCPSC)* prior to initial appointment and every 4 years thereafter. Satisfactory completion of the NCPSC constitutes recommendation by the wing standardization/evaluation officer or his/her designee, completion of the classroom instruction and a check ride with a CAP check pilot approved by the wing stan/eval officer. Course length and check ride completion standards are stipulated by the current NCPSC. Successful completion of the NCPSC authorizes the graduate to wear the National Check Pilot Patch. The patch may be worn as an optional patch on the flight uniform.

5) Be current and qualified in at least the aircraft group used for any flight check. Individuals who do not possess a current medical certificate and can not maintain currency in group may function as a CAP check pilot as long as they are approved in writing by the region/wing commander, can show prior currency in CAP aircraft within the group aircraft in which they will be administering check flights, and are not the pilot-in-command of the flight activity.

(6) Be designated in writing as a check pilot by the present Executive Director, region or wing commander or their designee.

f. Cadet Orientation Pilot. The following requirements must be met to be designated as a cadet orientation pilot:

1) Be an active CAP pilot at least 21 years of age (or 18 years of age with a valid FAA CFI certificate).

2) CAP powered pilots must have a minimum of 200 hours (300 hours for AFROTC orientation flights) total pilot-in-command (PIC) time in the category and class of airplane to be used.

3) CAP glider pilots must have one of the following:

- a) A minimum of 50 hours PIC in gliders.
- b) A minimum of 100 flights as PIC of a glider.
- c) A minimum of 50 flights in the past 12 months as PIC of a glider.
- d) Be a current CFG.

4) Satisfactorily demonstrate a thorough knowledge of the cadet orientation flight program syllabus to a CAP check pilot and have the CAPF 5 flight check annotated as qualified to conduct cadet orientation flights.

5) Be designated in writing as a cadet orientation pilot in the applicable aircraft group(s) by the present Executive Director, region or wing commander or their designee.

6) Overseas cadet units may use military aero club aircraft and pilots to administer cadet orientation rides IAW the cadet orientation flight program syllabus. Military aero club pilots will comply with paragraph 3-2e2) of this regulation and be thoroughly familiar with the cadet orientation flight program syllabus.

g. Search and Rescue/Disaster Relief Mission Pilot. Qualified IAW current CAP regulations.

h. Mission Check Pilot. The following requirements must be met to be qualified as a CAP mission check pilot in CAP aircraft.

1) Be a highly experienced and qualified mission pilot with a thorough knowledge of current CAP operational and emergency services regulations.

2) Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*, IAW paragraph 3-9a of this regulation. This check is valid for 24 months through the end of the month in which it was taken.

3) Be designated in writing by the present Executive Director, region or wing commander or their designee.

3-3. Pilot Aircraft Qualification Requirements. The following qualification requirements must be met to operate the indicated aircraft as PIC on CAP flight activities. Certificate and flight experience requirements do not apply to student pilots under the supervision of a CAP instructor.

a. Single Engine. For single-engine aircraft:

1) Possess a valid FAA private, commercial or airline transport pilot certificate including an airplane category and single-engine class rating.

2) For aircraft with conventional (tail wheel) landing gear, have a minimum of 25 hours PIC (50 hours for DHC-2) time and 50 takeoffs and landings in tail wheel aircraft.

3) For high-performance aircraft (per FAR Part 61), have a minimum of 100 hours total PIC time, of which at least 10 hours PIC time and 25 takeoffs and landings must be in high-performance aircraft.

4) For complex aircraft (per FAR Part 61), have a minimum of 100 hours total PIC time, of which at least 10 hours PIC time and 25 takeoffs and landings must be in complex aircraft.

b. Multi-Engine. For multi-engine aircraft:

1) Possess a valid FAA private, commercial or airline transport pilot certificate including an airplane category and multi-engine class rating.

2) Have a minimum of 250 hours total PIC time.

3) Have at least 50 hours PIC time and 50 takeoffs and landings in multi-engine aircraft.

c. Gliders. For gliders:

1) Possess a valid FAA private or commercial certificate with a glider rating.

2) Be authorized for the launch method (aero tow or ground tow) used.

3) Have a minimum of 5 total PIC hours or 10 flights as PIC in gliders.

d. Balloons. See paragraph 1-3c of this regulation.

3-4. Pilot-in-Command Requirements.

a. General. Individuals must meet the following general requirements to be PIC of any CAP aircraft. Additional requirements are applicable to check pilots, USAF assigned missions, emergency services operations and flights carrying cadet passengers.

- 1) Be an active CAP pilot, CAP cadet solo pilot or a CAP glider student pilot under the supervision of a CAP glider instructor pilot.
- 2) To carry passengers be an active CAP pilot at least 18 years of age and possess a valid FAA private, commercial or airline transport pilot certificate.
- 3) Meet all applicable FAR requirements for the flight to be conducted.
- 4) Have on file a signed copy of the Statement of Understanding dated 1 January 1992 or later (attachment 1).

b. Air Force Assigned Missions and Emergency Services Operations. In addition to the general requirements above, individuals must meet the following to be PIC of CAP aircraft on USAF assigned reimbursable missions and during emergency services operations.

- 1) Be an active CAP pilot at least 18 years of age and possess a valid FAA private, commercial or airline transport pilot certificate.
- 2) Be a current and qualified SAR/DR; CD or transport mission pilot; or in formal training under CAPR 60-3, *CAP Emergency Services Training and Operational Missions*, and possess at least a CAPF 101T, as a mission pilot trainee.

c. Cadet Orientation Flights and Other Flights Carrying Cadets. In addition to the general requirements above, individuals must meet the following to be PIC of CAP aircraft on cadet orientation flights or other flights carrying cadets.

- 1) For CAP and AFROTC cadet orientation flights, meet the requirements for cadet orientation pilots specified in paragraph 3-2f.
- 2) For other flights of CAP cadets when approved by the unit commander. The pilot must be a current CAP cadet orientation pilot.
- 3) For transportation of CAP cadets directly to and from a USAF assigned reimbursable mission, be a current and qualified SAR/DR or transport mission pilot.

d. Prospective Buyer. When approved by NHQ CAP/DO, a non-CAP member pilot who is a prospective buyer may fly as a passenger on CAP corporate aircraft for the purposes of aircraft evaluation.

3-5. CAPF 5 Flight Checks. All CAP pilots, except CAP cadet student pilots or CAP glider student pilots under the supervision of a CAP instructor, must satisfactorily complete required CAPF 5 flight checks. The minimum level of proficiency acceptable is that contained in the current FAA Pilot Practical Test Standards for the certificate being exercised. For CAP instructor/check pilots, the minimum level of proficiency acceptable is that contained in the current FAA Flight Instructor and Commercial Pilot Practical Test Standards. CAPF 5 flight checks shall be administered and accomplished in accordance with the guidelines contained in attachment 5. Whenever possible, the check pilot **will not** be the PIC. All CAP flight checks, except mission flight checks (attachment 6), are valid for 12 months, through the end of the month in which it was taken. Applicants for a CAP pilot flight check must provide proof of FAA passenger carrying proficiency [as stated in FAR 61.57(a)(1)] in category and class prior to beginning a CAP flight check.

a. An initial CAPF 5 flight check administered by a CAP check pilot must be satisfactorily completed prior to designation of a CAP member as a CAP pilot.

b. All CAP pilots must complete an initial CAPF 5 flight check in each aircraft type flown.

c. All CAP pilots must satisfactorily complete an annual flight check administered by a CAP check pilot in each applicable aircraft group. An annual flight check with the same CAP check pilot 2 years in a row is discouraged. An annual flight check with the same CAP check pilot more than 2 years in a row requires Wing Commander written approval. A flight check administered by a FAA inspector, designated check airman, designated pilot examiner, or CAP-USAF flight examiner is acceptable provided the individual administering the flight check completes and signs the CAPF 5 and the CAP specific items are verbally covered by an authorized CAP check pilot who also signs the CAPF 5. A flight check accomplished in an aircraft in groups 2, 3, or 4 of Table 3-1 also satisfies the requirement for all aircraft in group 1 in which the particular pilot has previously completed a CAPF 5 initial flight check. A flight check accomplished in an aircraft in group 4 of Table 3-1 also satisfies the requirement for all aircraft in groups 1, 2 and 3 in which the particular pilot has previously completed a CAPF 5 flight check.

d. CAP check pilots must satisfactorily complete an annual CAPF 5 flight check administered by an FAA inspector, designated pilot examiner authorized to administer CFI flight check, CAP-USAF flight examiner, CAP check pilot designated by the national, region, or wing commander to administer check pilot flight checks, or in conjunction with the *National Check Pilot Standardization Course* in each applicable aircraft group. A flight check accomplished in an aircraft in

groups 2, 3, or 4 of Table 3-1 also satisfies the requirement for all aircraft in group 1 in which the particular pilot has previously completed a CAPF 5 initial flight check. A flight check accomplished in an aircraft in group 4 of Table 3-1 also satisfies the requirement for all aircraft in groups 1, 2 and 3 in which the particular pilot has previously completed a CAPF 5 flight check.

e. All CAP pilots who hold an instrument rating or Airline Transport Pilot (ATP) certificate and desire to exercise instrument privileges on CAP flight activities shall demonstrate instrument proficiency by satisfactory accomplishment of at least one partial panel unusual attitude recovery, one holding pattern, and one instrument approach from section XIV of CAPF 5. Additional items contained in section XIV may be required at the discretion of the check pilot administering the flight check. Pilots desiring to exercise instrument privileges in multi-engine aircraft shall demonstrate instrument proficiency in a multi-engine aircraft, including an instrument approach with one engine simulated inoperative. An FAA recognized flight check requiring a demonstration of instrument competency within 180 days preceding the CAPF 5 flight check may satisfy the requirement.

f. NHQ CAP/DOV will publish an annual CAPF 5 written examination. The exam will be taken from current FAA material and this regulation. Minimum passing score is 80%. The pilot being evaluated should obtain and complete the test prior to the scheduled flight check date so the examination can be graded and presented at the time of the flight check. All CAP pilots shall satisfactorily accomplish the CAPF 5 written examination once per year as a part of their annual flight check. (The written examination is not required on subsequent CAPF 5 flight checks, such as an initial aircraft check, if it has been satisfactorily completed during the preceding 12 months.)

g. An aircraft questionnaire (attachments 3 and 4) for each aircraft within a specific aircraft category, a CAP pilot is authorized to fly will be accomplished annually in conjunction with the annual standardization flight evaluation and presented to the check pilot at the time of the check ride. Other evaluations require a completed aircraft questionnaire for the aircraft used during the evaluation.

h. All CAPF 5 flight checks shall include a minimum of three (including soft and short field procedures) takeoffs and landings. If conditions are appropriate, at least one crosswind landing must be demonstrated. CAP pilots who operate amphibious, float or ski equipped aircraft must satisfactorily demonstrate water or ski operations, including a minimum of three water or ski takeoffs and landings.

i. Members wishing to take a CAPF 5 flight evaluation in a wing other than his/her assigned wing will obtain approval from the member's assigned wing standardization and evaluation officer.

j. Wing commander's may require re-evaluation of CAP pilots transferring into their respective wings.

3-6. CAP Pilot Flight Training Leading to an Additional Airman Rating or Certificate. Senior and cadet members may receive flight instruction from CAP instructors in CAP aircraft as follows:

a. CAP cadets up to 21 years of age may receive flight instruction from a CAP flight instructor leading to an airman certificate or rating, including authorized cadet solo flights and accomplishment of required practical test.

b. CAP pilots who have been an active member of CAP for at least 1 year, are authorized to receive flight training leading to the addition of an instrument rating on an existing private or commercial pilot certificate when his training has been approved by the wing (or region) commander and is conducted in CAP corporate aircraft. (Use mission symbol C-1.)

c. CAP senior member mission pilots are authorized flight training leading to an instrument rating. (Use mission symbol B-99; this specific mission has been approved by HQ CAP-USAF and requires no further approval.)

d. CAP senior member mission pilots are authorized flight training leading to an airman rating or certificate (commercial, certificated flight instructor or certificated flight instructor instrument). (Use mission symbol C-1.)

e. CAP senior members are authorized flight training in gliders by CAP CFGs leading to a glider rating. This training must be approved in writing by the wing commander. This approval **does not allow** instruction of senior member student pilots in powered aircraft. (Use mission symbol C-1.)

f. Non-pilot CAP senior member airplane flight training is not authorized unless requested in writing and approved by the Executive Director.

3-7. Standardization and Evaluation Program. The Stan/Eval Program is the commander's tool to validate the effectiveness of the CAP flying program, as it pertains to the CAP mission and individual pilot flying duties. The backbone of the Stan/Eval Program is the wing and squadron stan/eval officer, ensuring front-line compliance with program objectives and protection of CAP resources. A stan/eval officer must be a CAP check pilot. The stan/eval officer position description is as published in CAPR 20-1, *Organization of Civil Air Patrol*.

a. **NHQ CAP.** The director of operations sets the policy and serves as a guide for conducting the CAP Stan/Eval Program. The Headquarters chief of standardization and evaluation (NHQ CAP/DOV) is the office of primary responsibility (OPR) for:

- 1) Review and maintenance of CAPR 60-1.
- 2) Monitoring of NHQ CAP programs to ensure policies and guidance set by NHQ CAP are adequate.

3) Publication of the annual CAPF 5 examination.

4) Assist region/wing standardization and evaluation officers in the implementation and operation of Standardization and Evaluation programs.

b. CAP Region/Wing. The region/wing commander shall establish plans, policies and procedures necessary to conduct a region/wing Stan/Eval Program. The region/wing stan/eval officer will:

1) Implement and administer a Check Pilot (including mission check pilot) Program.

2) Conduct evaluations of wing/squadron check pilots to identify program trends and on request report those trends to CAP-USA/XOV and NHQ CAP/DOV for overall trend analysis.

3) Appoint, with the wing commander's concurrence, a limited number of highly qualified check pilots to assist in the implementation of the wing standardization and evaluation program.

4) Assist subordinate stan/eval officers in the implementation of Stan/Eval Programs.

3-8. Proficiency Requirements for CAP Pilots. Pilots are encouraged to maintain currency and proficiency by accomplishing a self-conducted proficiency flight as described in attachment 7 at least once every 90 days (C-1 mission symbol).

3-9. Requirements for CAP Mission Check Pilots and CAP Mission Pilots.

a. All mission check pilots must be CAP members and current and qualified SAR/DR mission pilots. To qualify as a mission check pilot, CAP SAR/DR pilots must have a minimum of 25 mission sorties (actual and/or training), satisfactorily complete the *National Check Pilot Standardization Course* (CAP mission check pilots qualified prior to 10 August 2001 are exempt until the next wing scheduled NCPSC), and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*. A mission check pilot authorized by the wing commander to administer mission check pilot check rides shall give this check ride. During the check ride, candidates will be required to demonstrate their ability to perform and evaluate all applicable areas of the CAPF 91 (may be concurrent with the biennial mission pilot check). Mission check pilots need not be FAA CFIs, but should be appointed based upon their knowledge of CAP mission pilot procedures, ability to determine qualifications of CAP mission pilots, and ability to properly administer mission pilot flight checks.

b. SAR/DR/CD mission pilots are authorized 4 hours of proficiency flight training per calendar month under AF assigned non-reimbursed mission status. These flights should be released using a B-12 mission symbol and flown IAW attachment 7.

c. SAR/DR/CD mission pilots must accomplish a CAPF 91, *CAP Mission Pilot Checkout*, every 24 months, through the end of the month that the evaluation was taken.

AIRCRAFT GROUPS

<p>GROUP 1</p> <p>Single engine, tricycle landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller, fixed landing gear.</p>	<p>GROUP 2</p> <p>High performance, single engine tricycle landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, controllable pitch propeller, or retractable landing gear.</p>
<p>GROUP 3</p> <p>Single engine, conventional landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller fixed landing gear.</p>	<p>GROUP 4</p> <p>High performance, single engine conventional landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, or controllable pitch propeller, or retractable landing gear.</p>
<p>GROUP 5</p> <p>All water capable airplanes (amphibious or floats).</p>	<p>GROUP 6</p> <p>All multi-engine airplanes.</p>
<p>GROUP 7</p> <p>All gliders.</p>	

Table 3-1**Notes:**

1. Groupings are applicable to all CAP aircraft (member owned or CAP corporate).
2. An aircraft falls within the highest group for which any of the criteria contained in a group applies.
3. For the purposes of CAPF 5 flight checks, aircraft on the same line below are considered equivalent (an initial flight check in any one of the aircraft on a line satisfies initial flight check requirements for all aircraft on the same line):

T-41 (145 hp, 180 hp fixed pitch), C-172 (145 hp, 150 hp, 160 hp, 180 hp fixed pitch)

T-41 (180 hp constant speed), C-172XP, C-172 (180 hp constant speed), C-175

T-41B (210 hp constant speed), C-182

C-150, C-152

C-R182, C-R172

C-205, C-206, C-207

PA28-140, PA28-160, PA28-161, PA28-180, PA28-181

PA28R-200, PA28R-201, PA28R-180

PA28-235, PA28-236

PA32-300, PA32-301, PA32-260

Kachina 2150, 2180

Mooney M20, M21

T-34A, T-34B

BE33, BE35

AA5, AA5A, AA5B

SGS 2-33, SGS 2-22

Schleicher K-7, K-13

Chapter 4

FLIGHT RELEASE OF CAP AIRCRAFT

4-1. General. A flight release is required for all CAP flight activities. **The pilot-in-command must obtain the flight release.** (See attachment 8.)

4-2. Flight Release on USAF Assigned Missions. For USAF assigned reimbursable missions specified in paragraph 1-4 of this directive, a designated **CAP incident commander** is considered a flight release officer (FRO) without written designation otherwise required by this chapter. CAP aircraft are released on such missions using CAPF 84 or 104 (as applicable). Flights from home station to the mission base will be released by a FRO. Flights from the mission base to home station may be released using either CAPFs 84; 99, *CAP Flight Release Log*; or 104 procedures. **Incident commanders** and FROs are authorized to release the following assigned missions:

- a. (A1) Search and rescue missions approved by the Air Force Rescue Coordination Center.
- b. (A2) Missions flown under a mission number issued by the Air Force National Security Emergency Preparedness office.
- c. (A3) All CD agency originated actual Counterdrug flights and NHQ CAP/DO approved CD training flights.
- d. (A4) Other reimbursed missions not listed in this section if specifically approved by HQ CAP-USAF/XO.
- e. (A5) Search and rescue/disaster relief evaluations, exercises and training missions, which have been issued an Air Force, mission number by HQ CAP-USAF/XO or the CAP-USAF liaison region. Flights in support of CAPR 60-2 inspection missions. **911T missions requiring wing commander, or his/her appointed representative, and wing liaison office approval.**
- f. (A6) Air Force Reserve Officer Training Corps (AFROTC) orientation flights.
- g. (A7) (CAPFs 5 & 91 evaluations flown under an Air Force mission number. These flights may be part of a check ride clinic or a flight clinic.
- h. (B8) Squadron or higher level official conferences or meetings and maintenance flights IAW current FARs or transport flights to maintenance facilities.
- i. (B9) Flights flown for and funded by the American Red Cross.
- j. (B10) Flights flown under a Federal Emergency Management Agency (FEMA) mission number and flown IAW the FEMA memorandum of understanding (MOU).
- k. (B11) Flights flown under a National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) mission number and flown IAW the NOAA and NWS memorandums of understanding.
- l. (B12) Proficiency flight activities by qualified SAR/DR/CD mission pilots (not leading to an airman rating or certificate) conducted pursuant to guidelines published by HQ CAP-USAF in attachment 9, Additional Proficiency Flying Training for SAR/DR/CD Mission Pilots.
- m. (B13) Support to other federal or national relief agencies not listed under reimbursable categories, but conducted under an AF approved MOU.
- n. (B14) Missions designated as Air Force assigned in an Air Force approved MOU that support state, county and local agencies.
- o. (B15) Cadet orientation flights flown IAW the cadet orientation flight program syllabus.
- p. (B16) Cadet flights including training, flight encampments/academies and cadet encampments.
- q. (B17) CAPFs 5 and 91 evaluations, *National Check Pilot Standardization Course* and flight clinics not flown under an Air Force mission number.
- r. (B99) Other missions specifically approved by the Air Force. This mission has to be approved in advance by the Air Force. Many of these missions can be approved at the CAP-USAF liaison region level and their approval should be sought first. **The use of electronic mail is encouraged.**

4-3. Flight Release on CAP Corporate Missions. An FRO is authorized to issue a flight release for CAP corporate missions, when not otherwise designated as an USAF assigned mission, for the following categories of CAP flight activities (reference paragraph 1-5) (mission symbols are at attachment 10):

- a. Proficiency flights not designated as an Air Force assigned mission.
- b. Missions to support state, county and local agencies not designated as an Air Force assigned mission.
- c. Other CAP flying.

4-4. Flight Release of USAF Liaison Contract Rental Flights. (L-1) USAF Liaison personnel may fly CAP corporate aircraft under a USAF contract administered at NHQ CAP. When USAF personnel fly CAP corporate aircraft under the USAF contract the aircraft is legally an Air Force aircraft and the flight will be in accordance with USAF regulations. A CAP flight release is not required.

4-5. Flight Release Officer Qualifications. Individuals designated as a FRO must meet the following minimum requirements:

- a. Possess a sound knowledge of the CAP flight management program and flight release procedures.
- b. Complete the National CAP FRO training program.
- c. Satisfy one of the following criteria:
 - 1) Qualified incident commander, or
 - 2) Unit commander of a unit with CAP flight activity, or
 - 3) An experienced CAP pilot with a private or higher pilot certificate (need not be current).
- d. In unusual situations, the appropriate region commander may authorize, in writing, a waiver of specific FRO qualification criteria for a designated individual under their command.

4-6. Flight Release Officer Responsibilities and Procedures. The FRO is responsible for authorizing a CAP pilot to fly as pilot-in-command in CAP aircraft on CAP flight activities. The FRO is expected to use his/her best efforts to verify appropriate information prior to giving a flight release, including reliance on information verbally provided by the CAP pilot requesting a flight release. The FRO is not a dispatcher and is not responsible for the actual conduct of the flight.

a. FROs cannot release a flight on which they are the PIC, crew member, or passenger, with the following exceptions. The following are authorized to release flights on which they are the PIC, crew member, or passenger.

1) National Commander and national staff members specifically authorized by the National Commander in writing. (National staff not authorized by the National Commander will obtain flight release from their attached region or wing.)

2) Region commanders and region staff members specifically designated by the region commander.

3) Wing commanders and National Headquarters staff.

b. The FRO shall accomplish the flight release, using as a minimum, the information in attachment 8 of this regulation.

c. The FRO shall, by the 5th of each month, forward the original CAPF 99 to the wing DO or his/her designee for use in compiling data for submission of the required monthly CAPF 18, which shall be reported using the NHQ CAP On-line Reporting System no later than the 20th of each month. The FRO should also forward a copy of the previous month's CAPF 99 to his/her respective CAP/LO, to assist in the quality control of the wing's flying program.

4-7. Flight Release of Multiple Flight Activities. Flight activities, other than SAR/DR flights, involving multiple flights from the same location may be flight released one time per day.

4-8. Glider Flight Reporting Procedures and Requirements. Glider flights shall be reported by the designated individual (preferably the assigned wing glider program manager) using the NHQ CAP On-line Reporting System no later than the 20th of each month.

4-9. Flight Release: Commanders' and Pilots' Responsibilities.

a. **Unit Commanders.** All commanders with CAP flight activity in their units shall:

1) Appoint, in writing, sufficient individuals who meet FRO qualifications as designated FROs.

2) Ensure FROs are trained in their flight release responsibilities using as a minimum the CAP NHQ provided FRO Training Program.

3) Publish a current list of FROs, including telephone numbers, and make this list available to all active CAP pilots within a reasonable geographic area.

4) Provide each FRO with a checklist to assist them in properly accomplishing their responsibilities. As a minimum, the checklist will contain the items in attachment 8 of this regulation.

5) Provide an updated list of designated FROs to the appropriate CAP-USAF or CAP liaison office (region or wing) quarterly.

b. **Individual CAP Pilots.** Individual CAP pilots shall:

1) Furnish documentation and information requested to establish their qualifications to fly CAP aircraft. This information shall be placed in the individual pilot record maintained for each CAP pilot at his or her unit of assignment.

2) Certify the eligibility of any proposed passenger to the FRO prior to obtaining a flight release.

3) Obtain a flight release from a FRO prior to conducting any CAP flight activity.

4) Report total flight time, in accordance with local procedures.

STATEMENT OF UNDERSTANDING
1 January 1992

In order to fly CAP aircraft, I understand I must meet Federal Aviation Administration and CAPR 60-1, Operations, *CAP Flight Management*, requirements. I understand that these directives are changed from time to time and it is my responsibility to know and comply with these changes. I also understand that violation of these requirements may result in action being taken against me under the provisions of CAPR 60-1 and CAPR 62-2, *Safety, Mishap Reporting and Investigation*. I understand the provisions of CAPR 62-2 and CAPR 900-5, *The CAP Insurance/Benefits Program*, regarding liability for damage to CAP property.

Signature

Date

NOTE: This statement of understanding need only be accomplished one time and a copy of this statement will be retained in the pilot's flight records.

CAP AIRCRAFT OPERATIONS UNDER FAR EXEMPTIONS

General: The FAA in 1981 ruled that CAP aircraft operations are considered those of "civil aircraft" and not "public aircraft" and are therefore subject to the Federal Aviation Regulations (FARs).

FAA Exemptions for CAP Operations: All CAP operations are conducted under the FARs unless specifically exempted by the FAA. CAP has obtained FAA exemptions in two areas:

1. FAR Part 61 – Reimbursement of Private Pilots

- The FAA Exemption to FAR Part 61.113(e), exemption number 6771B, allows CAP members who are private pilots flying Air Force assigned (Categories A and B) "search and locate" missions and private pilots flying CAP or AFROTC cadet orientation flights to be reimbursed for certain expenses.
- Reimbursement for member-furnished aircraft is included.
- Per diem is allowed.
- Only reimbursement and per diem provided for in CAP Regulation 173-3, *Payment for Civil Air Patrol Support*, are allowed, and only at the rates and in accordance with the procedures set forth in that regulation.

2. FAR Part 91, Subpart F – Large and Turbine Powered Multi Engine Airplanes

- This exemption, number 6485, applies **only** when a non-member passenger or property not owned by CAP is being carried on a flight that CAP would be making even if the non-member passenger or property was not on board.
- CAP is allowed to receive limited payment while operating **small aircraft** under the General Operating and Flight Rules of FAR Part 91 instead of Part 135. All of the additional rules of FAR Part 91.501-91.599 apply.
- The exemption allows:
 - CAP to receive payment (not in excess of the cost of owning, operating and maintaining the airplane) from sources other than CAP, i.e., FEMA, Red Cross, NWS, FAA, when non-member persons (other than crewmembers) are carried,
 - and
 - CAP to receive payment (not in excess of twice the cost of fuel, oil, lubricants, and other additives plus the out of pocket costs of the flight) from sources other than CAP, i.e., FEMA, Red Cross, NWS, FAA, when property belonging to other than CAP is to be transported (i.e., – Red Cross blood transport).
- The CAP pilot in command (PIC) conducting operations under this exemption must hold a commercial pilot certificate with appropriate category and class ratings for the aircraft to be used in the operation. The PIC also must hold an instrument rating except when conducting day VFR flights within 50 nautical miles of the departure airport.
- The PIC conducting operations under this exemption must hold at least a current second-class medical certificate.
- The aircraft used for operations conducted under this exemption must be maintained and have 100-hour and annual inspections performed in accordance with FAR part 43 and part 91.

The full text of these exemptions can be found at <http://aes.faa.gov/>

The following chart sets summarizes the applicable FAA rules for various types of CAP missions. As used in the FARs, "aerial work operations" refers to a flight that originates and terminates at the same point and where the purpose of the flight is to perform some mission in the air during the course of the flight. "Transportation" refers to a flight that originates and terminates at different points, where the purpose of the flight is to go from the point of origin to the point of destination.

CAP MISSIONS AND PILOT LIMITATIONS

IF THE PURPOSE OF THE FLIGHT IS	AND ON BOARD ARE	AND THE MISSION IS	AND THE AIRCRAFT IS	THEN MAY BE FLOWN BY	PILOT MAY BE REIMBURSED FOR	REFERENCE
Search and Locate	Pilot crewmembers, CAP members, Armed Services, Authorized Government Employees	A or B Reimbursed or Not Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	Exemption 6771B
			Member Furnished	Private Pilot	In accordance with CAPR 173-3	Exemption 6771B
		C Reimbursed or Not Reimbursed	See Aerial Work Operations			
	Other Passengers	A	Any	Private Pilot	Fuel, oil, airport expenditures, or rental fees	FAR 61.113(e)
		B or C Reimbursed	Any	Commercial Pilot or ATP	Any Expenses Authorized by CAP	FAR 119.1(e)(4)
		Not Reimbursed	Any	Private Pilot	Pilot may not pay less than the pro rata share of the operating expenses, provided the expenses involve only fuel, oil, airport expenditures, or rental fees OR pilot may not log flight time	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23
Aerial Work Operations (Aerial imaging, radio relay)	Crewmembers (FAR 1.1)	Any	Any	Private Pilot	Pilot may not pay less than the pro rata share of the operating expenses, provided the expenses involve only fuel, oil, airport expenditures, or rental fees OR pilot may not log flight time	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23

Continued on Next Page

CAP MISSIONS AND PILOT LIMITATIONS (CONTINUED)

IF THE PURPOSE OF THE FLIGHT IS	AND ON BOARD ARE	AND THE MISSION IS	AND THE AIRCRAFT IS	THEN MAY BE FLOWN BY	PILOT MAY BE REIMBURSED FOR	REFERENCE
	Passengers or Non-CAP Property	Reimbursed	Any	Commercial Pilot or ATP	Any Expenses Authorized by CAP	FAR 119.1(e)(4)
		Not Reimbursed	Any	Private Pilot	Pilot may not pay less than the pro rata share of the operating expenses, provided the expenses involve only fuel, oil, airport expenditures, or rental fees OR pilot may not log flight time	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23
Domestic CAP or AFROTC Orientation Flights	Pilot crewmembers, CAP Cadets, AFROTC Cadets	A or B Reimbursed or Not Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	Exemption 6771B
			Member Furnished	Private Pilot	In accordance with CAPR 173-3	Exemption 6771B
Overseas CAP Orientation Flights	Pilot crewmembers, CAP Cadets	Any	AF Aero Club Owned	Commercial Pilot with Instrument Rating or ATP	Any Expenses Authorized by CAP	Exemption 6771B, CAPR 60-1 Para 3-2 f 6)
Transportation	Passengers or Non-CAP Property	A or Not Reimbursed	Any	Private Pilot	Pilot may not pay less than the pro rata share of the operating expenses, provided the expenses involve only fuel, oil, airport expenditures, or rental fees OR pilot may not log flight time	Exemption 6771B, FAR 61.113(c)
				Commercial Pilot	Any Expenses Authorized by CAP	Exemption 6771B
		B or C Reimbursed	Any	Not Authorized - Part 135	N/A	FAR 119.1

AIRPLANE QUESTIONNAIRE

Name _____ Grade _____ CAPID _____ Charter _____ Date _____
 Check Pilot _____ Grade _____ CAPID _____ Score _____ Type/Model Acft _____

Complete this open book questionnaire using the *Flight Manual/Pilot's Operating Handbook*. If a question or part of a question is not applicable, write in NA. The check pilot will review and grade the questionnaire. Minimum passing score is 80%. The completed questionnaire will be filed in the pilot's flight records.

1. Approved fuel grades and colors are: _____
2. Location/capacity of each fuel tank is: _____
3. Total usable fuel under all flight conditions is _____ gallons.
4. Endurance at 75% power, 7,500-foot MSL, with a 45-minute reserve is _____ hours.
5. What make and grade oil is used? Winter _____ Summer _____
6. Oil capacity is _____ quarts. Minimum oil quantity for takeoff is _____ quarts.
7. Minimum oil pressure is _____ psi. Maximum oil pressure is _____ psi.
8. Maximum oil temperature is _____ degrees (F or C) _____
9. Magnetos are checked at _____ RPM. RPM drop should not exceed _____ RPM on either magneto or _____ RPM differential between magnetos.
10. Maximum RPM and MP for takeoff are _____ and _____ in/Hg.
11. Maximum gross takeoff weight is _____ pounds. Empty weight is _____ pounds.
Useful load is _____ pounds. Maximum landing weight is _____ pounds.
12. Baggage compartment locations/weights are: _____
13. Give the IAS at maximum gross weight for:
 - a. Va (maneuvering speed) _____
 - b. Vso (stall, landing config, power off) _____
 - c. Vs1 (stall, cruise config, power off) _____
 - d. Vy (best rate of climb, sea level) _____
 - e. Vx (best angle of climb, sea level) _____
 - f. Vmc (minimum control speed - multi-engine only) _____
 - g. Best glide speed _____
14. Give the immediate action/memory items for:
 - a. Engine failure immediately after takeoff: _____
 - b. Fire during cranking and engine fails to start: _____
 - c. Engine fire in flight: _____
 - d. Electrical fire in flight: _____
15. Normal takeoff flap setting is _____, short field takeoff setting is _____, and soft field takeoff flap setting is _____.
16. Maximum demonstrated takeoff/landing crosswind component is _____ knots.
17. Given: PA = 4,000 feet; Temp = 86o F; Runway 27; Wind 320o at 14 knots; runway is paved, level, and dry; aircraft is at maximum takeoff weight.
Find: Total takeoff distance to clear a 50-foot obstacle _____.
18. Given: PA = 6,000 feet; Temp = 68o F; wind calm; runway is paved, level, and dry; aircraft is at maximum landing weight.
Find: Total landing distance to clear a 50-foot obstacle _____.
19. Landing runway 22; wind 190o at 22 gusting to 30 knots. Will the maximum demonstrated crosswind component for this aircraft be exceeded? _____

GLIDER QUESTIONNAIRE

Name _____ Grade _____ CAPID _____ Unit _____ Date _____
 Check Pilot _____ Grade _____ CAPID _____ Score _____ Type/Model Acft _____

Complete this open-book questionnaire using the *Flight Manual/Pilot's Operating Handbook*. If a question or part of a question is not applicable, write in NA. Prior to the flight the check pilot will review the questionnaire with the examinee. All questions will be corrected to 100%. The corrected questionnaire will be filed in the pilot's flight records.

1. List the airspeed for the following flight characteristics and limitations:

	<u>Solo</u>	<u>Dual</u>
a. Best Glide Speed	_____	_____
b. Minimum Sink Speed	_____	_____
c. Stall Speed (straight ahead)	_____	_____
d. Stall Speed (30-degree bank)	_____	_____
e. Maximum Aero Tow Speed	_____	_____
f. Maximum Auto/Winch Tow Speed	_____	_____
g. VNE (velocity not to exceed)(redline)	_____	_____
h. Va (maneuvering speed)	_____	_____
i. Pattern Speed	_____	_____

2. Give your immediate action for a rope or cable break?

3. Explain your plan for a rope/cable break at the following altitudes:

- a. Below 200 feet agl, above ground level: _____
- b. Above 200 feet agl, above ground level: _____
- c. Above 800 feet agl, above ground level: _____

4. Define "ABCCCD":

A _____ B _____ C _____ C _____ C _____ D _____

5. Define "STALL" or "USTALL."

U _____ S _____ T _____ A _____ L _____ L _____

6. What is the maximum demonstrated takeoff/landing crosswind component?

7. List and explain the steps in spin recovery?

8. What is the minimum front/single seat weight? _____

9. Maximum gross takeoff weight is _____ pounds. Empty weight is _____ pounds. Useful load is _____ pounds.

10. Complete a weight and balance problem using both your and your check pilot's weights.

ADMINISTRATION OF CAPF 5/5G FLIGHT CHECKS

CAPR 60-1 requires specific actions and steps be taken for the successful completion of a CAPF 5 flight check. The following guidelines are provided to assist in the administration of CAPF 5 flight checks. Their purpose is to standardize the administration of flight checks throughout CAP, enable all check pilots and applicants to clearly understand what is expected of them during a flight check.

1. Advance Preparation. The applicant shall:

- a. Unless satisfactorily accomplished as part of CAPF 5 flight check within the preceding 12 months, complete the CAPF 5 written examination.
 - (1) This examination is a take home, open book review of FAA and CAP flight procedures. The applicant is expected to refer to the applicable regulations and procedures in accomplishing this examination.
 - (2) The completed and graded examination (80% minimum score required) is presented to the check pilot who will administer the remainder of the flight check. The flight check must be accomplished within 90 days of the date on which the written examination is completed. The examination may be taken on-line from the NHQ CAP web site.
- b. Obtain a blank CAPF 5 and complete the identifying information.
- c. For an annual standardization flight evaluation, complete an airplane or glider questionnaire for all aircraft (within category) the CAP pilot is authorized to fly. Other evaluations require a completed aircraft questionnaire for the aircraft used during the flight evaluation.
- d. The applicant must provide proof of FAA passenger carrying proficiency [as stated in FAR 61.57(a)(1)] in category and class prior to beginning a CAP flight check.
- e. Contact an authorized CAP check pilot to schedule the flight check.

2. Preflight. At the time of the flight check:

- a. The applicant shall:
 - (1) Obtain a flight release for the flight check from a designated flight release officer and inform the check pilot of the release (the applicant is pilot-in-command unless specific circumstances dictate the check pilot function as such for a portion or all of the flight). (If the check pilot is to function as the pilot-in-command, the check pilot will obtain the flight release.)
 - (2) Wear an appropriate CAP uniform.
 - (3) Present the following items to the check pilot:
 - (a) Completed and graded CAPF 5 written examination or evidence that it has been satisfactorily accomplished within the preceding 12 months.
 - (b) Completed aircraft questionnaires in accordance with 1.c. above.
 - (c) Partially completed (identifying data) CAPF 5.
 - (d) Valid FAA pilot certificate and current FAA medical certificate.
 - (e) Current CAP membership card. (Exception: CAP LOs are not required to have a membership card.)
 - (f) Aircraft log books (or other evidence to verify the airworthiness status) for the airplane used for the flight check.
- b. The check pilot shall:
 - (1) Verify both the applicant and check pilot wears an appropriate CAP uniform.
 - (2) Obtain the following documents from the applicant:
 - (a) A completed and graded CAPF 5 written examination, if applicable (see paragraph 3-5f).
 - (b) CAPF 5 with identifying data entered.
 - (c) Completed aircraft questionnaire(s).
 - (d) Valid FAA pilot certificate and current FAA medical certificate.
 - (e) Current CAP membership card. (Exception: CAP LOs are not required to have a membership card.)
 - (2) Review the CAPF 5 written examination and discuss incorrect answers or obvious problem areas. For flight checks in a particular aircraft type, review the aircraft questionnaire and ensure the applicant has a thorough knowledge of the aircraft, its operating limitations, procedures, performance, loading and systems.
 - (3) Proceed with the flight check by accomplishing an oral review of those items on the CAPF 5 that cannot be accomplished in flight. The appropriate items shall be marked "V" to indicate verbal discussion.
 - (4) Question the applicant on any material related to the flight check deemed necessary to determine the qualifications of the applicant.
 - (5) Verify the aircraft to be used is in an airworthy condition and that all required documents are in order.

3. In-Flight Evaluation.

a. The applicant is usually pilot-in-command unless specific circumstances require the check pilot to function as such for a portion of the flight. Any such conditions will be clearly discussed and agreed to prior to conducting the flight check. If circumstances require the check pilot to assume command of the aircraft during the flight check to prevent a dangerous situation, the flight check shall be considered unsatisfactory and immediately terminated.

b. The check pilot will observe the applicant accomplish requested flight maneuvers and demonstrations in accordance with the criteria contained in the appropriate FAA Pilot Practical Test Standards without assistance from the check pilot. The check pilot may exercise some discretion in providing limited instruction to correct minor deficiencies observed, however, such activity will be restricted to a few minor items. Numerous deficient areas and unfavorable trends are evidence of substandard pilot proficiency and will be considered evidence of unsatisfactory performance.

c. For applicants holding an instrument rating or Airline Transport Pilot (ATP) certificate and desiring to exercise instrument privileges on CAP flight activities, the check pilot will observe the applicant demonstrate instrument proficiency during at least partial panel unusual attitude recovery, holding patterns, and at least one instrument approach. Additional demonstrations can be required by the check pilot if considered necessary to demonstrate an acceptable level of instrument proficiency. (This minimum instrument proficiency demonstration is NOT intended to satisfy the requirements for an instrument competency check.) A FAA recognized flight check requiring a demonstration of instrument competency within 180 days preceding the CAPF 5 flight check may satisfy the requirement.

4. Post-Flight - Review and Documentation.

a. The check pilot shall:

(1) Review the applicant's performance during the flight check and discuss any comments or suggestions.

(2) Complete the appropriate entries on the CAPF 5. Any notations or limitations should be entered in the remarks section. Once the check pilot indicates the flight check is begun, a completed CAPF 5 is required.

(3) Return the completed CAPF 5, aircraft questionnaire (if applicable), and written examination (if applicable) to the applicant for copying and distribution as necessary.

b. If the flight check is unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 5. The check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the recheck with the same check pilot unless that check pilot agrees to another. Advise the applicant what is necessary to prepare for retaking the flight check and make any necessary arrangements for scheduling it. Ensure the respective wing standardization/evaluation officer and the appropriate wing commander are notified of the failure.

c. Applicants who believe improprieties existed in the administration of their flight check should contact their unit commander to discuss the matter. If the unit commander agrees that a complaint is justified, the standardization/evaluation officer of the wing in which the flight check was given is provided the necessary details concerning the complaint. The standardization/evaluation officer shall promptly investigate any such situations. A report to the unit commander relating the complaint will be provided within 10 days. The unit commander shall notify the applicant of the disposition of the complaint. The decision of the responsible wing standardization/evaluation officer regarding the proper conduct of a flight check is final.

ADMINISTRATION OF CAPF 91 MISSION FLIGHT CHECKS

CAPR 60-1 requires specific actions and steps to be taken to successfully complete a CAPF 91 mission flight check. The following guidelines assist in the administration of CAPF 91 flight checks. They standardize the administration of mission flight checks throughout CAP and enable all mission check pilots to understand what minimum items are expected of them in conducting a mission flight check.

1. Preflight - Review and Preparation. The mission check pilot shall:

- a. Verify the applicant wears an appropriate CAP uniform.
- b. Obtain the following documents from the applicant:
 - (1) Evidence of current CAPF 5 flight check valid for the aircraft used for the mission flight check.
 - (2) Evidence to show completion of initial mission pilot qualification training requirements (CAPF 101 or 101T).
 - (3) CAPF 91 with identifying data entered.
 - (4) Valid FAA pilot certificate and current FAA medical certificate.
 - (5) Current CAP membership card.
 - (6) If applicable, CAP radio operator's permit and/or FCC restricted radiotelephone permit.
- c. Verify the aircraft to be used is in an airworthy condition and that all required documents are in order.
- d. Proceed with the mission flight check by accomplishing an oral review of those items on the CAPF 91 that cannot be accomplished in flight. The appropriate items shall be marked "V" to indicate satisfactory verbal discussion.
- e. Question the applicant on any material related to the mission flight check deemed necessary to determine the qualifications of the applicant.

2. Oral Review. The mission check pilot will conduct an oral review with the applicant covering at least the following items:

- a. Mission administrative procedures, including sign in of personnel and aircraft.
- b. Mission flight planning, including preparation of CAPF 104.
- c. Search patterns and procedures.
- d. Observer/scanner briefing and utilization.
- e. Use of the standardized chart grid system.
- f. Debriefing procedures.
- g. Procedures for completing and submitting CAPF 108.

3. Conducting the In-Flight Portion of the Mission Flight Check.

- a. The applicant is pilot-in-command unless specific circumstances require the mission check pilot to function as such for a portion of the flight. Any such conditions will be clearly discussed and agreed to prior to conducting the mission flight check. If circumstances require the mission check pilot to assume command of the aircraft during the mission flight check to prevent a dangerous situation, the mission flight check shall be considered unsatisfactory and immediately terminated.
- b. The mission check pilot shall observe and evaluate the applicant accomplish CAPF 91 mission flight maneuvers. All flight maneuvers shall be conducted using utmost consideration for safety, sound judgment and use of appropriate mission procedures.
- c. The mission flight check shall be conducted to evaluate the skills and proficiency of the applicant. While the mission check pilot may exercise discretion in providing limited instruction to correct minor deficiencies observed, such activity should be restricted to a few minor items. Numerous deficient areas and unfavorable trends are evidence of substandard pilot proficiency and should be considered evidence of unsatisfactory performance.

4. Post-Flight: Review and Documentation.

- a. The mission check pilot shall:
 - (1) Review the applicant's performance during the mission flight check and discuss any comments or suggestions.
 - (2) Complete the appropriate entries on the CAPF 91. Any notations or limitations should be entered in the remarks section. Once the check pilot indicates the mission flight check is begun, a completed CAPF 91 is required.
 - (3) Return the completed CAPF 91 to the applicant for copying and distribution as necessary.
- b. If the mission flight check is unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 91. The mission check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the recheck with the same mission check pilot unless that mission check pilot agrees to another. Advise the applicant what is necessary to prepare for retaking the mission flight check and make any necessary arrangements for scheduling it. Advise the respective wing standardization/evaluation officer who will in turn advise the appropriate wing commander.

c. Applicants who believe improprieties existed in the administration of their mission flight check should contact their unit commander to discuss the matter. If the unit commander agrees that a complaint is justified, the standardization/evaluation officer of the wing in which the flight check was given is provided the necessary details concerning the complaint. The standardization/evaluation officer shall promptly investigate any such situations. A report to the unit commander relating the complaint will be provided within 10 days. The unit commander shall notify the applicant of the disposition of the complaint. The decision of the responsible wing standardization/evaluation officer regarding the proper conduct of a flight check is final.

SELF-CONDUCTED PROFICIENCY FLIGHT GUIDELINES

This attachment provides a recommended self-conducted proficiency flight profile that may be used to improve pilot confidence and currency in a particular. It is recommended that the procedures outlined below be accomplished at least once each 90 days to maintain pilot proficiency.

1. Preflight.

- a. Obtain a flight release from a designated flight release officer.
- b. Review the Aircraft Flight Manual/Pilot Operating Handbook (AFM/POH), including limitations, operating procedures (normal, abnormal and emergency), loading, performance, etc.
- c. Accomplish the aircraft preflight inspection.

2. Flight Profile.

- a. Accomplish normal taxi, takeoff and departure to the local practice area.
- b. Upon reaching the practice area and at an altitude of at least 3,000 feet AGL, conduct appropriate clearing turns.
MAINTAIN CONSTANT VISUAL AWARENESS OUTSIDE THE COCKPIT THROUGHOUT ALL MANEUVERS
 - (1) Perform 720° steep bank turns (45-50° bank) in both directions while maintaining altitude within 100 feet.
 - (2) Maintain altitude within 100 feet and heading within 5° while slowing to 1.2 V_{S1} . Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. While maintaining heading within 5°, reduce power to idle and increase pitch attitude to maintain altitude until onset of stall warning. Recover straight ahead with minimum altitude loss and re-establish a speed of 1.2 V_{S1} .
 - (3) Extend flaps to approach position and reduce speed to onset of stall warning while maintaining altitude within 100 feet and heading within 5°. Increase power as necessary to maintain altitude. Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. Increase power to takeoff power while simultaneously increasing pitch attitude to simulate a go-around condition and begin a medium bank turn in either direction. Raise the nose until onset of stall warning. Recover straight ahead with minimum altitude loss and re-establish the speed used at the beginning of this maneuver.
 - (4) Extend flaps to landing position, extend landing gear (if applicable), and reduce speed to onset of stall warning while maintaining altitude within 100 feet and heading within 5°. Increase power as necessary to maintain altitude. Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. While maintaining a constant heading within 5°, reduce power to normal approach power setting and begin a typical final approach descent. Increase pitch attitude until onset of stall warning. Accomplish a full recovery straight ahead, climbing to the altitude at which the maneuver was started.
 - (5) Establish level flight, maintaining altitude within 100 feet and heading within 5° while reducing speed to 1.2 V_{S1} with flaps and gear (if applicable) retracted. Without changing power, establish a 30° bank turn in either direction, and smoothly increase elevator back pressure until onset of stall warning. Recover straight ahead with minimum altitude loss.
- c. Return to the airport to accomplish the following takeoff and landing exercises:
 - (1) Perform a normal landing, using full flaps, to a touch and go.
 - (2) Perform a short field landing to a full stop, with a simulated 50-foot obstacle located at the runway threshold using the procedures recommended in the AFM/POH.
 - (3) Taxi back to the departure end and perform a soft field takeoff using the procedures recommended in the AFM/POH.
 - (4) Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
 - (5) Taxi back to the departure end and perform a short field takeoff using the procedures recommended in the AFM/POH.
 - (6) Accomplish additional practice takeoffs and landings as desired.
 - (7) Perform a normal landing to a full stop.

3. Post Flight.

- a. Secure the aircraft in the hanger or tie down location (including fueling, cleaning windshield, etc.).
- b. Complete necessary flight time reports.
- c. Conduct a post-flight inspection of the aircraft.
- d. Review your performance!

FLIGHT RELEASE OFFICER CHECKLIST

- ☐ 1. Verify that the purpose of the flight meets the applicable criteria set forth in CAPR 60-1 and that when and where available, CAP corporate aircraft are utilized.
- ☐ 2. Verify name of the designated PIC (the PIC must obtain the flight release). Will PIC change during flight?
- ☐ 3. Verify that all passengers meet the applicable criteria set forth in CAPR 60-1, paragraph 2-6.
- ☐ 4. Assign the appropriate flight mission symbol as identified in CAPR 60-1, attachment 10 or the CAPF 99.
- ☐ 5. Complete applicable portions of CAPF 99.
- ☐ 6. Verify the pilot and passengers are current members (or otherwise authorized to fly in CAP aircraft) and carry current membership cards.
- ☐ 7. Verify the pilot has a valid (original) FAA pilot certificate in his possession.
- ☐ 8. Verify the pilot has a current medical certificate in his possession (not required for gliders and balloons).
- ☐ 9. Verify the pilot has a current CAPF 5 flight check valid for the type of aircraft being flown (except for flight checks, in which the check pilot's name will be obtained).
- ☐ 10. Verify the pilot is current and qualified in accordance with CAPR 60-1 and applicable FARs for the type of flight conditions, aircraft and mission to be released. If passengers are carried verify the PIC has complied with FAR 61.57(a)(1), passenger carrying proficiency.
- ☐ 11. Verify a FAA flight plan has been filed prior to flights of more than 50 nm from the departure airport.
- ☐ 12. Remind the pilot to review the "I'M SAFE" card as mentioned in the Aeronautical Information Manual, Chapter 8, Medical Facts for Pilots. See Note 2.
- ☐ 13. Record total flight hours reported by the pilot after the flight.

NOTE 1: A flight release officer is not a dispatcher. They are expected to rely upon information provided verbally from the pilot and to use their best judgment considering weather, aircraft, and pilot in releasing flights.

NOTE 2: The following are excerpts from the AIM:

The “IM SAFE” card is a personal checklist that ensures the following statement is valid. I’m physically and mentally safe to fly, not being impaired by:

Illness. Even a minor illness suffered in day-to-day living can seriously degrade performance of many piloting tasks vital to safe flight. The safest rule is not to fly while suffering from any illness. If this rule is considered too stringent for a particular illness, the pilot should contact an Aviation Medical Examiner for advice.

Medication. Pilot performance can be seriously degraded by both prescribed and over-the-counter medications, as well as by the medical conditions for which they are taken. The FARs prohibit pilots from performing crewmember duties while using any medication that affects the faculties in any way contrary to safety.

Stress. Stress from everyday living can impair pilot performance, often in very subtle ways. Stress and fatigue (lack of adequate rest) can be an extremely hazardous combination.

Alcohol. Extensive research has provided a number of facts about hazards of alcohol consumption and flying. As little as one ounce of liquor, one bottle of beer or four ounces of wine can impair flying skills.....

Fatigue. Fatigue and lack of adequate sleep continue to be some of the most treacherous hazards to flight safety, as it may not be apparent to a pilot until serious errors are made.

Emotion. The emotions of anger, depression, and anxiety may lead to taking risks that border on self-destruction.

ADDITIONAL PROFICIENCY FLYING TRAINING FOR SAR/DR/CD MISSION PILOTS

The following syllabus guidelines provide procedures for “Proficiency Flight Training for SAR/DR/CD Mission Pilots.”

This training is optional and is available for up to a maximum of **4 hours per calendar month per individual SAR/DR/CD mission pilot**. Proficiency Flight Training for SAR/DR/CD mission pilots **may not** lead to higher airman ratings or certificates. **These proficiency flights are Air Force-assigned nonreimbursed missions and should be released using mission symbol B-12 (reference CAPR 60-1, attachment 10).**

Select from the following list of procedures and maneuvers as appropriate:

1. Perform the self-conducted proficiency flight procedures as outlined above.
2. **Cross Country Flying:**
 - a. Preparation of aeronautical charts, navigation log, and FAA flight plan.
 - b. Filing, activating and closing flight plan.
 - c. Mixture leaning procedures.
 - d. Pilotage procedures.
 - e. Dead reckoning and in-flight use of navigation log.
 - f. Departure, en route and arrival radio communications procedures.
 - g. Unfamiliar airport procedures:
 - (1) Controlled.
 - (2) Uncontrolled.
 - h. Post-flight.
3. **Night Flying:**
 - a. Night pre-flight.
 - b. Use of taxi light.
 - c. Taxi
 - d. Take-off, departure, climb out.
 - e. Local area orientation.
 - f. Traffic patterns, approaches and full stop landings.
 - g. Use of landing lights.
 - h. Post flight.
4. **Instrument Flying (Requires a Safety Pilot):**
 - a. Basic radio navigation.
 - (1) VOR position finding.
 - (2) VOR tracking.
 - (3) ADF homing.
 - b. Basic instrument maneuvers.
 - (1) Straight and level and turning flight.
 - (2) Straight and turning constant airspeed climbs.
 - (3) Straight and turning constant airspeed descents.
 - (4) Level, climbing, and descending turns to headings.
 - c. Advanced instrument maneuvers (if instrument rated).
 - (1) ILS approaches.
 - (2) VOR approaches.
 - (3) NDB approaches.
 - (4) Holding (intersection, terminal).

MISSION SYMBOLS

USAF Assigned Reimbursable Missions

Mission Symbol	Description
A1	AFRCC SAR missions
A2	AFNSEP missions (NOTE 1)
A3	Counterdrug missions (Actual or training)
A4	Missions specifically approved by the Air Force (i.e., low-level survey, courier, etc.)
A5	SAR/DR training/evaluation missions/CAPR 60-2 inspections/911T missions (NOTE 2)
A6	AFROTC orientation flights including flights to and from the orientation site
A7	CAPFs 5 & 91 evaluation and <i>National Check Pilot Standardization Course</i> and flight clinics

Air Force Assigned Nonreimbursable Missions

(May be reimbursed by agencies)

B8	Squadron or higher official conferences or meetings, maintenance flights
B9	Red Cross missions
B10	FEMA missions
B11	NOAA & NWS missions
B12	Mission pilot proficiency flights and SAR/DR training IAW CAPR 60-3
B13	Support to federal or national relief agencies with an Air Force approved MOU
B14	Support to state, county and local agencies with an Air Force approved MOU
B15	Cadet orientation flights IAW the cadet orientation flight program syllabus.
B16	Cadet flights: training, flight encampments/academies, cadet encampments, IACE
B17	CAPFs5 & 91 evaluation and NCPSC and flight clinics not flown under an AF mission number
B99	Other missions specifically approved by the USAF (i.e., media, public official, etc.; all requests for approval will be sent to CAP-USAF region commander)

CAP Corporate Missions

Mission Symbol	Description
C1	Proficiency and training flights not designated as an USAF assigned mission
C2	Support to state, county and local agencies not designated as an USAF assigned mission
C3	Other CAP flying

Other

L1	USAF liaison personnel flying
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NOTE 1: Does not include FEMA (B10) missions, Red Cross (B9) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).

NOTE 2: CAPR 60-2 inspections are only authorized as an A5 mission if pre-approved in advance by the CAP-USAF Liaison Region.



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CHANGE 1
CAP REGULATION 60-1 (E)
27 JUNE 2002

Operations

CAP FLIGHT MANAGEMENT

CAP Regulation 60-1, 4 November 2001, is changed as follows:

Page-Insert Change.

Remove	Insert
3/4	3/4
17/18	17/18
	18.1/18.2

Note: Shaded areas identify new or revised material.



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CHANGE 3
CAP REGULATION 60-1 (E)
1 MARCH 2003

Operations

CAP FLIGHT MANAGEMENT

CAP Regulation 60-1, 4 November 2001, is changed as follows:

Page-Insert Change.

Remove	Insert
Cover/2	Cover/2
5/6	5/6
7/8	7/8
8.1/8.2	8.1/8.2

Note: Shaded areas identify new or revised material.

Supersedes Change 2, 10 December 2002 and Change 2A, 20 December 2002.

OPR: DOV

Distribution: In accordance with CAPR 5-4.